
Minor Subdivisions



For more information contact:

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Land Development Brochure

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MINOR SUBDIVISION

What is a subdivision?

A subdivision is any division of land into two or more parts. One type of subdivision which is used in the Town of Blacksburg is a minor subdivision. A minor subdivision contains five or fewer total lots.

Whenever a subdivision is proposed in the Town, the subdivider must apply in writing to the Planning and Engineering Department. Applicants are strongly encouraged to meet with representatives from the Department prior to submittal of their applications.

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What must be included in a minor subdivision submission?

The following things must be provided for a minor subdivision review:

- ⇒ A completed “Subdivision Review Application,” which may be picked up at the Planning and Engineering Department.*
- ⇒ Four copies of the plat of the proposed subdivision that complies with the requirements outlined in the Subdivision Ordinance. (Checklist of requirements available at the Planning and Engineering Department)*

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- ⇒ Four copies of the subdivision plan, indicating necessary public improvements.*

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What is the review cost for a minor Subdivision?

- ⇒ An application fee of \$50*
- ⇒ \$10 fee for each new lot.*
- ⇒ Subdivider must dedicate 10% of the parent parcel for public or private recreation area. The subdivider may apply for a waiver to this requirement and pay the town a fee in lieu of equaling 10% of the assessed value.*

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What are the steps in the review process for minor subdivisions?

- 1. A pre-submission conference between the applicant and the Planning and Engineering Department is recommended to discuss major issues.*
- 2. Submit the completed application, fee, subdivision plat, and subdivision plans (if necessary).*
- 3. The Department reviews the plat and plan and either approves it or gives comments within fourteen days of the submittal date. The applicant resubmits plans with a response to each comment. On the second submittal, comments are provided within 10 days.*

4. When the plan is ready for approval, the applicant is notified and must submit the original mylar copy and one reproducible copy of the final plat for signature. The Planning and Engineering Department keeps the mylar copy for its records. Any securities for items such as dedication, erosion and sediment control, or public improvements must be provided prior to plan approval.

5. The subdivider must record the final plat within one year and notify the Planning and Engineering Department of the deed book number, page number, and date of recordation. This is confirmed by submitting a recordation form with the Department.

6. A pre-construction conference between the Planning and Engineering Department and the developer will be held after approval, before the start of construction.

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What kinds of inspections are required during construction?

- ⇒ building inspection*
- ⇒ utility inspection*
- ⇒ erosion and sediment inspections*
- ⇒ stormwater management and entrance inspections*

You can schedule an appointment for any of these inspections by calling (540) 961-1126.

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